

# Exhibit 12

To: Len Aubrey  
From: Anthony Baffo, General Manager  
NYIT de Seversky Center  
Date: September 1, 2009  
Re: Catering Sales Associates RA

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Good Morning Len,

This is an RA for the position of Catering Sales Associate for the deSeversky Center. This is a new position. I have attached a complete job description.

This person will be part of the sales team responsible for booking all events at deSeversky. In order to keep up with the volume this is a necessary position to drive the sales and produce high revenues for NYIT.

The monies for this position are not in the FY2010 budget. The proposed Salary for this position is \$37,000 - \$42,000 plus a 1% share of the service charge distribution.

Please let me know if you have any questions 686-1458.

Thank you

Anthony